

# CACFP Iowa Eligibility Applications (Formerly Free and Reduced Price Meal Applications) and Annual CACFP Application Renewal Workshops

Both workshops will be offered on **Tues., July 21, 2009**

### ***Planned Workshop Locations:***

There are too many sites to list. Go to <http://www.iowa.gov/educate/> to see a list of broadcast sites. Click on "Nutrition Programs" (left of screen), then on "Nutrition Training Events" under "Nutrition Quick Links". You will be assigned the site nearest the town you indicate on the registration form below.

### **CACFP Iowa Eligibility Applications**

**8:30 a.m. – 10:30 a.m.**

**Description:** Workshop topics will include a description of the eligibility application and parent letters, definitions, and procedures to annually collect and approve applications. Time will be allotted for questions and answers.

**Who should attend:** All center directors and/or staff responsible for approving eligibility applications.

### **Annual CACFP Application Renewal Procedures**

**10:45 a.m. – 12:45 p.m.**

**Description:** Workshop topics will include the application renewal cycle, who needs to reapply this year, how to update online or paper copy documents (management plan, budget, institution and site applications), procedures all institutions must follow and paper copy documents to send in. Refer to the enclosed list to determine if your institution is required to renew this year. If you are not renewing this year, you are encouraged to register, but attendance is not required. Time will be allotted for questions and answers.

**Who should attend:** All center directors and/or staff responsible for completing annual CACFP application renewal documents.

### **Registration Instructions**

Return your completed registration following the instructions below as soon as possible or at least twenty (20) days prior to the workshop. A confirmation letter including the ICN site address and directions will be mailed to you about a week prior to the workshop. An ICN site will be cancelled if no people have registered 8 days prior to the workshop. Please register using the registration form by mail, fax, or e-mail. There is no charge for this CACFP workshop. ICN site locations may be subject to change; you will be notified of any changes or cancellations. Make additional copies of this page if needed. ***Please print or type*** the location and person(s) attending for each workshop.

CACFP Agreement Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Director's Name \_\_\_\_\_

Organization Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_

<b><u>Location</u></b>	<b><u>Date</u></b>	<b><u>Workshop</u></b>	<b><u>Person(s) Attending</u></b>
_____	7/21/2009	<input type="checkbox"/> Iowa Eligibility Apps	_____
		<input type="checkbox"/> Application Renewal	_____

**NOTE:** Plan to arrive 15 minutes prior to the start of the workshop. **BRING:** A calculator, pen, pencil and notepaper.

**Register with Janelle Loney by fax, phone or e-mail or by mailing to the address on the reverse side.**

e-mail: [Janelle.Loney@iowa.gov](mailto:Janelle.Loney@iowa.gov) Phone: 515-281-5356 FAX: 515-281-6548

*Questions may be directed to Janelle Loney.*

Fold line to mail registration. Tape or staple to close flyer.

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